



## EXAMINATIONS COUNCIL OF ZAMBIA

### EMPLOYMENT OPPORTUNITY

The Examinations Council of Zambia (ECZ) was established by an Act of Parliament No. 15 of 1983, Chapter 137 of the Laws of the Republic of Zambia to set and conduct Examinations and award Certificates to successful candidates. The vision of the Council is to be an Educational Assessment Body of Excellence.

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position of Senior Planning Officer at the Examinations Council of Zambia Headquarters in Lusaka.

#### SENIOR PLANNING OFFICER (1), GRADE ECZ 2

Reporting to the Principal Planning and Information Officer, the Senior Planning Officer will carry out the ECZ planning functions in order to ensure that the strategic vision, mission, corporate values and strategic goals of ECZ are interpreted in corporate plans, annual work plans and budgets.

#### DUTIES AND RESPONSIBILITIES

- Develop, implement and review the Council's strategic plan in order to ensure attainment of set goals.
- Prepare corporate plans and annual work plans in order to facilitate management's decision making and resource allocation.
- Monitor the implementation of the strategic plan by analysing the performance of ECZ against set targets.
- Identify gaps in the planning and implementation process.
- Prepare quarterly Performance Review Reports on time.
- Facilitate the mid-term and end of term evaluations of the Strategic Plan by external consultants.
- Compile and produce quarterly and annual activity reports.
- Provide and disseminate up-to-date information resources required by ECZ and any other users.
- Set targets and agree to performance measures in order to meet the strategic objectives of the institution.
- Perform any other duties related to his/her role or departmental/unit/section functions as assigned by the supervisor.
- Perform any duties related to the core or operational business of ECZ (i.e. Examinations Administration) as assigned by Management or concerned department through the supervisor.

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Bachelor's Degree in either Science, Arts or Social Science
- Minimum 3 years' experience in Planning, Monitoring and Evaluation or project management.

Applicants who meet the above qualifications are encouraged to submit an application letter, **verified** copies of Academic and Professional Certificates together with detailed Curriculum Vitae including three (3) traceable referees, copy of NRC and day time telephone numbers. All applications must reach the undersigned not later than **30<sup>th</sup> November, 2022**.

*Please note that only successful candidates will be contacted. Electronic applications will not be accepted.*

The Council Secretary  
Examinations Council of Zambia  
Haile Selassie Avenue, Longacres  
P.O Box 50432

**LUSAKA**